

guidance **INDEX**

Vol. XII, No. 6, September, 1949

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THEME

of the month

Social maturity is the theme of the September SRA Life Adjustment publications. The material in the booklet is based on the research and study of the author, Ellis Weitzman, Director of

Student Personnel and Associate Professor of Psychology at The American University, Washington, D. C. A checklist presented early in the booklet measures how socially mature the reader is, and the following material discusses the characteristics of a socially mature person, the importance of acquiring these traits, and how they can be applied to life situations. (See Review Item 54.)

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (‡) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

93 items

covering 49 subjects

of which 49 are free or inexpensive

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for the **COUNSELOR, TEACHER, and ADMINISTRATOR**

Items listed in this category provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.

Adult Education

1. **Understanding Adults.** Donald R. Gocham. [The Judson Press, 1703 Chestnut St., Philadelphia 3, Pa.] 1948. 162pp. \$2.00.

Directed primarily to church leaders and teachers, this book presents basic principles for applying certain psychological facts to real situations that should be helpful to any instructor of adults. The author, an experienced educator and psychologist, discusses maturity, individual differences, the learning process in adults, the influence of religion on personality growth and mental health, and personal counseling.

Audio-Visual Education

2. ***The Audio-Visual Way.** Bulletin No. 22B. [State Dept. of Education, Tallahassee, Fla.] 1948. 118pp. 35c.

This booklet deals with the use of all types of audio visual aids—field trips, blackboard displays, maps and globes, motion pictures, filmstrips, radio, and recordings. Roles of the principal, coordinator, and teacher are discussed as well as the organization of the audio-visual program on the county level. The last chapter covers keeping track of materials, operation of machinery, and related matters.

3. **Handbook For The Audio-Visual Program.** [Audio-Visual Center, Indiana Univ., Bloomington, Ind.] 1948. 41pp. \$1.00.

This handbook deals with the entire audio-visual program—selecting and utilizing materials, school production of audio-visual materials, equipment and housing, administration, and finance. A classified bibliography following the main section of the booklet provides well-selected references.

Child Psychology

4. **Psychosocial Development Of Children.** Irene M. Josselyn, M.D. [Family Service Assn. of America, 122 E. 22d St., New York 10.] 1948. 134pp. \$1.75.

Dr. Josselyn covers her subject from prenatal influences through adolescence, describing the normal pattern of growth and development. She also discusses deviations, their causes and results. The text covers the meaning of behavior, inherent capacities and environmental factors, and the emotional maturation process. The last chapter deals with the caseworker as a therapist.

Counseling

5. ***Dealing With Social Tensions.** Carl R. Rogers. [Hinds, Hayden & Eldredge, Inc., 105 Fifth Ave., New York 3.] 1948. 30pp. 25c.

This pamphlet is described as "a presentation of client-centered counseling as a means of handling interpersonal conflict." By means of reporting parts of counseling interviews and then interpreting the results, Dr. Rogers illustrates how client-centered counseling operates to release tension and leads to constructive resolution.

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Education

6. ***Broadening The Services Of Small High Schools.** Walter H. Gaumnitz and Grace S. Wright. U.S. Off. of Education Bulletin 1948, No. 9. [Govt. Print. Off., Washington 25, D. C.] 1948. 45pp. 15c.

This pamphlet reports on a study made of small high schools throughout the nation. After noting the major factors that limit the services of these schools, the authors discuss ways of shaping the educational program to meet the needs of the students. There are also sections on guidance and counseling and on school services to out-of-school youth and adults.

7. **Directory: Catholic Colleges And Schools In The United States.** [Dept. of Education, Natl. Catholic Welfare Conference, 1312 Massachusetts Ave., N.W., Washington 5, D.C.] 1948. 141pp. \$2.50.

This directory lists universities and colleges, junior colleges, teacher-training schools, seminaries, high schools, academies, boarding schools, and special schools. All the listings show name and address, and in some classifications the religious order operating the school, the president, accreditation, principal courses, and degrees are included. Over 3,000 Catholic educational institutions are mentioned.

8. **Education For An Industrial Age.** Alfred Kahler and Ernest Hamburger. [Cornell Univ. Press, Ithaca, N. Y.] 1948. 334pp. \$3.75.

This book surveys our modern industrial economy and the educational system that has grown up with it. Discussing the development of academic and vocational high schools, technical institutes, and apprenticeship programs, the authors conclude that there are not sufficient training opportunities of the proper kind for a great section of the labor force. They propose a program designed to integrate adequate vocational preparation with general education on the desired level. Appendices, which discuss the same subjects as related to Germany, Great Britain, Switzerland and the U.S.S.R., afford opportunity for contrast. Educators who are concerned about the course of present-day vocational education will find this book of true interest.

9. **Education In A Democracy: An Introduction To The Study Of Education.** Alonzo F. Myers and Clarence O. Williams. 3d ed. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1948. 361pp. \$5.00.

This text, which presents a broad survey of our educational system, may be used by non-professional students of education as a social science text as well as by persons preparing for teaching. The authors place major emphasis upon the function of education in society, and they study formal schooling in its relation to education offered by non-school agencies. One chapter appraises the teacher's career and discusses the usual questions which confront those who are considering this profession. Contemporary educational problems and recommended changes in the present system are also covered.

10. **N.E.A. Handbook And Manual For Local, State, And National Associations, 1948-49.** [Natl. Education Assn. of the U.S., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1948. 448pp. \$1.00.

This book is a standard reference for leaders in education associations. Part 1 describes the N.E.A.'s current Victory Action Program and its twenty-one goals. Following sections give information on the affiliated local and state associations, the background and set-up of the N.E.A. itself, and its specialized departments.

11. ***Play: A Yardstick Of Growth.** Clara Lambert. [Play Schools Assn., Inc., 119 W. 57th St., New York 19.] 1948. 40pp. 25c.

This booklet describes play and its importance to child growth. The text discusses dramatic and other forms of play, and also covers play equipment and environment. The final chapters explain the play school movement and the part the Play Schools Association takes in it.

12. ***Whither American Education?** Ed. by Allan P. Farrell, S.J. [The America Press, 70 E. 45th St., New York 17.] 1948. 95pp. 25c.

In this booklet, leading Catholic educators discuss the report submitted by the President's Commission on Higher Education and its implications for American education. This

commentary, like the original report, deals with such subjects as discrimination, the community college, adult education, and finance. The last two chapters present the specific problems of financing Catholic higher education and planning for its future.

Educational Psychology

13. **Educational Psychology.** Harvey A. Peterson and Others. [The Macmillan Co., College Dept., 60 Fifth Ave., New York 11.] 1948. 550pp. \$4.00.

This textbook deals with a subject important to all teachers. It presents the facts discovered by the science of psychology in their natural setting of living and learning situations. The book discusses the social environment and mental development of youth, the processes of social and individual learning, mental hygiene, and vocational guidance. Three chapters are devoted to measurement of personality, intelligence, and achievement.

Elementary Education

14. **Bibliography On Elementary Education And Related Fields.** Charlotte Junge and Helen Huus. [Assn. for Supervision and Curriculum Development, N.E.A., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1948. 36pp. 50c.

This classified and annotated list will help elementary teachers and others to keep up with current literature in this field. The bibliography will serve as a guide to recent developments in the theory and practice of teaching children.

15. **The Creative Nursery Center: A Unified Service To Children And Parents.** Winifred Y. Allen and Doris Campbell. [Family Service Assn. of America, 122 E. 22d St., New York 10.] 1948. 171pp. \$2.75.

Today's nursery center, as discussed in this book, is designed to serve the child and his family as a unit. The nursery program is described as a social and educational service that integrates the best knowledge from the fields of education, psychology, social work, and health. The authors cover the need for understanding the child and his family, development of the individual through group experience, cooperation within the nursery staff, and other important topics.

16. **Studies Of Children.** Ed. by Gladys Meyer. [Columbia University Press, Morningside Heights, N. Y.] 1948. 176pp. \$2.50.

This book offers a group of essays written by graduate students of the New York School of Social Work after observing children and their parents in various situations. The book will help parents, teachers, and others who work with children to make use of the increasing knowledge of the needs of children revealed by current study.

Employment

17. **Selecting The New Employee: Techniques Of Employment Procedure.** Paul W. Boynton. [Harper & Bros., 49 E. 33rd St., New York 16.] 1949. 136pp. \$2.00.

The author describes the employment process in its entirety. He discusses the general philosophy of employment, sources for recruiting new employees, functioning of the employment department, and interviewing. The final chapter is devoted to induction and training of new employees. Treatment of the subject is complete, and the presentation is attractive.

Guidance and Counseling

18. ***A Guidance Aid For High Schools In Oregon.** [State Board of Education, Occupational Information and Guidance Serv., 105 State Library Bldg., Salem, Oregon.] 1948. 38pp. 25c.

This handbook is a practical guide for school administrators and teacher-counselors. It defines the guidance program and lists the essential activities. The last chapter, which explains how to plan and operate the guidance program, tells exactly what to do and how to do it.

Handicapped

19. ***Crippled Children In School.** Romaine P. Mackie. U.S. Off. of Education Bulletin 1948, No. 5. [Govt. Print. Off., Washington 25, D. C.] 1948. 37pp. 15c.

This pamphlet deals with some of the problems involved in providing education planned to meet the physical condition of crippled children. It also describes some of the ways in which schools have organized programs to help these children realize their greatest possibilities physically, mentally, socially, and vocationally.

20. ***Education Of Mentally Handicapped Children: Selected Annotated Bibliography.** Samuel A. Kirk and Robert L. Erdman. *Univ. of Illinois Bulletin*, Vol. 46, No. 14. [Off. of Publication, 358 Administration Bldg., Urbana, Ill.] Sept., 1948. 47pp. Apply.

Most of the articles in this bibliography are classified under five headings: Characteristics, Selection, and Placement; Philosophy, Organization, and Administration; Curriculum and Instruction; Special Aspects of Instruction; and Social and Vocational Adjustment. There are also sections for articles on miscellaneous subjects and for books. An authors index is provided.

21. ***Opportunities For The Handicapped.** Annual Report of the Superintendent, 1947-48. [Cincinnati Public Schools, 216 E. Ninth St., Cincinnati 2, Ohio.] 1948. 41pp. Apply.

This report presents the work and activities of the special schools and classes in Cincinnati, which provide opportunities for the physically handicapped, the slow learners, and the socially maladjusted. This unusually fine report should interest all educators interested in work with exceptional children.

Higher Education

22. **Medical Education In The United States And Canada, 1947-48.** Donald G. Anderson, M.D., and Anne Tipner. [Amer. Medical Assn., Council on Medical Education and Hospitals, 535 N. Dearborn St., Chicago 10.] 1948. 78pp. 50c.

This report on medical education surveys the number and location of medical schools, the make-up of their student bodies and the training available. Descriptions of approved medical schools and listings of qualifications for certain specialties are included.

Human Relations

23. ***Film Units For The Study Of Intergroup Relationships.** Helen Rachford and Others. [Div. of Audio-Visual Education, Off. of the County Supt. of Schools, 808 N. Spring St., Los Angeles 12, Calif.] 1948. 36pp. Free. Limited supply.

In this bulletin the films are grouped around four main topics: the importance of the individual, man's common concerns and values, culture and change, and the interaction of groups in everyday relationships. Each film listing includes a brief annotation. Complete information as to names and addresses of the film producers and distributors is provided in the last several pages.

Job Hunting

24. ***Placement Guidance Manual For Alumni.** [Placement Off., Graduate School of Business Administration, Harvard Univ., Boston 63, Mass.] 1948. 24pp. Apply.

The first six sections of this pamphlet describe the service offered by the Placement Office and methods of contacting prospective employers. The last section, or appendix, presents a recommended format for one's personal background resume, an article on effective application letters, and other material helpful to the job seekers.

Marriage

25. **Win Your Man And Keep Him.** Jean and Eugene Bengé. [Windsor Press, 200 E. Ontario St., Chicago 11.] 1948. 183pp. \$3.00.

Written for girls who wish to prepare themselves for happy marriage, this book stresses the importance of living habits, health, and charm. A series of tests is provided as a basis for self-analysis in connection with estimating one's probable compatibility with a marriage partner. The authors write in a direct, breezy style which should appeal to most girls. When recommending the book to young readers, counselors may wish to supplement it with personal discussion.

Mental Hygiene

26. ***Mental Hygiene In The Classroom.** [Amer. Medical Assn., 535 N.

Dearborn St., Chicago 10.] 1948. 71pp. 15c.

This pamphlet seeks to help classroom teachers find the answer to the question: How would you help a child like this? It presents in problem form some of the most common situations which demand a working knowledge of the principles of mental hygiene. The situations have been selected from real case histories involving children in school. A few typical problems deal with fears, feelings of inferiority, bullying, dishonesty, and speech defects.

27. **Psychiatry For The Millions.** Ben Zion Liber, M.D. [Frederick Fell, Inc., 386 Fourth Ave., New York 16.] 1949. 307pp. \$2.95.

Dr. Liber is a practicing psychiatrist and well qualified by training and experience to deal with this subject. He discusses the human mind and the problems that beset it, and does so in everyday language. He gives a clear presentation of the meaning and importance of emotional maturity and mental health.

Minority Groups

28. ***Labor Education Materials On Minority Problems: An Annotated List.** [Amer. Labor Education Service, Inc., 1776 Broadway, New York 19.] 1948. 21pp. 25c.

This bibliography includes books, pamphlets, films, filmstrips, recordings, and songs. There is also a list of organizations that are sources for pertinent information and materials.

Personnel and Supervision Problems

29. **Source Book Of Personnel Forms.** Lawrence Stessin. [National Foremen's Institute, Inc., Deep River, Conn.] 1948. 176pp. \$7.50.

This loose-leaf collection of 170 personnel forms covers 33 kinds of personnel situations. While the forms are primarily designed for use in industry and business, school administrators will find them helpful in developing suitable forms for teacher and student personnel use. The author contributes a brief introduction and concise comments on the various examples.

Psychology

30. **Essentials Of Psychology: An Introductory Textbook.** Donald M. Johnson. [McGraw-Hill Book Co., Inc., 330 W. 42d St., New York 18.] 1948. 491pp. \$3.50.

This basic college text offers a well-rounded survey of its subject, complete enough for those who will take only one psychology course. Recent advances in the field are included, and all the material is integrated so as to present psychology as a unified science rather than a collection of unrelated studies.

31. **Theory And Problems Of Social Psychology.** David Krech and Richard S. Crutchfield. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 18.] 1948. 639pp. \$4.50.

In this text, the authors relate the basic principles of human behavior, as revealed by the science of psychology, to such specific social behavior as racial prejudices, industrial conflict, and international tensions. They discuss the importance of men's beliefs and attitudes, and methods of influencing and measuring them. Recent developments in the field of social psychology have their place in the book's contents and approach.

School Administration

32. **The Administration Of Schools For Better Living.** Ed. by Dan H. Cooper. [Univ. of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1948. 161pp. \$3.50.

This is a report from the 1948 summer conference for school administrators held in Chicago, and it presents the fifteen papers delivered at the general sessions. In considering how education can contribute to various aspects of better living and social progress, these papers emphasize the role of administrative officers in the advancement of education.

33. **A Manual Of Community School Administration.** M. R. Sumpston and Others. [Univ. of Illinois, College of Education, Urbana, Ill.] 1948. 66pp. \$1.00.

Those interested in school administration will find this discussion of the developing community school in Illinois helpful. It considers such subjects as school-community relationships, pupil personnel, staff, the educational program, finances, buildings, and pupil transportation.

Secondary Education

34. **Guide For Local Curriculum Studies.** [Central New York School Study Council, 219 Slocum Hall, College Pl., Syracuse 10, N. Y.] 1948. 54pp. 50c.

This booklet offers suggestions for school systems undertaking cooperative curriculum development in the area of secondary education. It is particularly directed to member school systems of the Council. The booklet suggests how to initiate, plan, carry out, and evaluate a curriculum study. An annotated bibliography on the secondary-school curriculum is included.

35. **Junior Citizen.** Louis De Jean. [Philosophical Library, 15 E. 40th St., New York 16.] 1948. 204pp. \$3.00.

Presenting his philosophy of education, the author discusses the responsibilities of both home and school in preparing young people for living and offers recommendations for secondary-school curriculum and technique. Mr. De Jean's style is lighter than that usually associated with educational literature, but lack of chapter headings or other identification for logical subdivisions is a disadvantage for the reader.

36. ***Postgraduate Education In High Schools, 1947-48.** Homer Kempfer. U.S. Off. of Education Pamphlet No. 106. [Govt. Print. Off., Washington 25, D.C.] 1948. 11pp. 10c.

This study traces recent developments in postgraduate education. It discusses the organization of postgraduate programs, instructional procedures, quality of the work, and the make-up of the student body.

37. ***The Redirection, Reorganization, And Retooling Of Secondary Education.** Paul D. Collier. Bulletin 37. [Bur. of Youth Services, State Dept. of Education, Hartford, Conn.] 1948. 56pp. Apply.

Based on years of study and planning, this monograph offers a program for modifying high-school education toward better individual preparation for living. The author considers both curricular and extra-curricular activities as well as the areas of home and family living, vocational planning, and pupil development.

Social and Economic Security

38. **People And Process In Social Security.** Karl de Schweinitz. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D. C.] 1948. 165pp. \$2.00.

The development of the nation's social security program has resulted in a need for personnel trained in every phase of administering the law. This book first describes this new social institution, its process, and its personnel. The author then discusses available education and training for the administration of the social security program. This education extends over the undergraduate, graduate, professional, and in-service levels. The discussion should be very helpful in connection with planning for a public service career in this area.

Student Personnel Services

39. ***Why Young People Leave School.** Elizabeth S. Johnson and Caroline E. Legg. [Child Labor Branch, Wage and Hour and Public Contracts Divisions, U. S. Dept. of Labor, Washington 25, D. C.] 1948. 11pp. Free in limited quantities. Reprinted from the *Bulletin of the National Association of Secondary-School Principals*, Nov., 1948.

Reporting on a study of actual cases of students who left school before completing high school, this article reveals the reasons behind such drop-outs. While economic reasons are important in many cases, dissatisfaction with school appeared definitely more important. The report also shows the main reasons for such dissatisfaction.

Tests and Scales

40. **The SRA Edition Of The Iowa Every-Pupil Tests Of Basic Skills, Form 1.** Prepared under the direction of E. F.

Lindquist and Others, College of Education, State University of Iowa. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. Prospectus on request.

This battery of tests, for grades 5 to 9, enables the educator to test and interpret the growth of the students' functional mastery of the basic skills: reading, work-study, language, and arithmetic. The battery includes materials of importance to teachers and counselors, examiners, school administrators, and students. The publisher furnishes scoring service and reports.

Vocational Education

41. *Industrial Training: A Guide To Selected Readings. John M. Brophy and I. Bradford Shaw. Extension Bulletin No. 1. [N. Y. State School of Industrial and Labor Relations, Cornell

Univ., Ithaca, N. Y.] 1948. 32pp. 10c. This bibliography lists periodical articles, books, and pamphlets directly concerned with industrial training. The items are classified under descriptive headings. An author index is provided.

Work Experience

42. *Education Through Work Experience. [Div. of Secondary Education, State Education Dept., Albany, N. Y.] 1948. 72pp. 25c.

This handbook brings together suggestions, proposals, and references concerning the contribution of work experience to education. The booklet covers all aspects of the subject: organization and administration of the school-work program, employment opportunities, and legal aspects. A review of the program discusses its effects on the individual and the school.

for the *STUDENT*

Items which appear in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Health and Hygiene

43. †Feminine Hygiene. Revised. [Natl. Film Board of Canada, 620 Fifth Ave., New York 20.] 1948. 35mm. filmstrip, 34 fr., color with commentary. \$5.00.

Designed for use in high-school classes, this filmstrip explains the physiology of female anatomy from adolescence to middle age. The diagrams showing the female reproductive organs and the process of menstruation are clear, and the commentary offers a full explanation. The filmstrip also discusses various conditions that may affect the regularity of an individual's monthly periods and the care girls should take to be as well and attractive during their periods as at other times. That girls should lead normal lives insofar as bathing, hair washing, and usual activity are concerned is stressed.

Higher Education

44. *Some ABC's Of College Planning. [Institute of Counseling, Testing and Guidance, Michigan State College, East Lansing, Mich.] 1948. 4pp. Apply.

This leaflet offers 26 suggestions for the college student. They cover such topics as courses, extra-curricular activities, finances, personal contacts, and study.

Job Hunting

45. *Some ABC's Of Selling Yourself. [Institute of Counseling, Testing and Guidance, Michigan State College, East Lansing, Mich.] 1948. 4pp. Apply.

The 26 hints on job hunting and success in this leaflet should interest every young per-

son planning a career. They deal with one's attitudes, relations with others, and work responsibilities.

46. ***What Really Counts?** Katherine O. Boone. [Baltimore Chapter, Natl. Office Management Assn., 3 E. 25th St., Baltimore 18, Md.] 1948. 15pp. Apply.

This pamphlet discusses what the new high-school graduate needs in addition to his diploma when he goes out job hunting. It describes proper appearance, necessary abilities, and good attitudes.

47. ***Your First Job.** [Kiwanis Club of Long Beach, 835 Locust Ave., Long Beach 13, Calif.] 1948. 4pp. Apply.

This leaflet offers young people practical hints on getting a job. It tells how to secure and prepare for an interview and how to behave during the meeting. The final section gives pointers on making good on the job.

Marriage

48. **The American Woman In Modern Marriage.** Sonya R. Das. [Philosophical Library, 15 E. 40th St., New York 16.] 1948. 185pp. \$3.75.

In this study of the growth of personality in American women, Dr. Das traces the development of marriage and divorce from their historical background to the present day, describes the democratic character of the American family, and defines a code of ethics to help today's woman meet her responsibilities as an individual, a wife, and a mother. She emphasizes the importance of devotion and service between husband and wife as the spiritual basis of marriage and the key to marital happiness.

Mental Hygiene

49. ***Do Cows Have Neuroses?** June Bingham. [The Mental Hygiene Assn., 606 County Office Bldg., White Plains, N. Y.] 1948. 16pp. 25c.

Written for laymen by a layman, this pamphlet explains what mental illness is, types of mental illness, and what can be done to care for and prevent such illness. Simple line drawings and everyday language help to make the presentation clear.

50. ***Your Mind And You.** George K. Pratt, M.D. [Natl. Committee for Mental Hygiene, Inc., 1790 Broadway, New York 19.] 1948. 71pp. 35c.

Dr. Pratt explains in non-technical terms how the mind operates and what occurs in various types of mental disorder. He also discusses the mental hygiene movement, including recent developments. Later chapters differentiate between intelligence and emotions, and describe the parts they play in our life.

Personality

51. **How To Think About Ourselves.** Bonaro W. Overstreet. [Harper & Bros., 49 E. 33rd St., New York 16.] 1948. 205pp. \$3.00.

In this book, the author analyzes the self and its relationship to society. She offers basic principles upon which one might build his own philosophy and from which he might achieve better understanding of himself and his life. This book will help counselors and others who work with people develop wholesome attitudes in their work.

Sex Education

52. **Ethics In Sex Conduct: A Manual On Youth, Sex, And Marriage.** Clarence Leuba. [Association Press, 347 Madison Ave., New York 17.] 1948. 164pp. \$2.50.

Writing to help young people develop standards for themselves in the sexual area, the author faces the problem found in modern society which expects youth to conform to moral conventions that society as a whole increasingly tends to disregard. He discusses the traditional code of conduct as related to modern conditions. He deals frankly with various courses of action to satisfy one's sexual needs, giving reasons for and against them. The final chapters cover points to be considered in choosing a mate and questions pertaining to the engagement period.

Social and Personal Adjustment

53. ***Dates And Dating.** Esther E. Sweeney. [The Woman's Press, 600 Lexington Ave., New York 22.] 1948. 35pp. 25c.

This booklet is directed to the teen-age girl. It discusses health and beauty, ways to have fun, and wholesome attitudes toward dates and courtship.

54. **Growing Up Socially.** Ellis Weitzman. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 60c.

In this booklet, Dr. Weitzman presents his research findings on social maturity in a readable manner for young people. A checklist measuring social maturity is given, and the following material discusses the characteristics of the socially mature individual, the importance of acquiring these traits, and how they apply in everyday situations. Stressed is the fact that although young people are not completely mature socially, they are in the process of developing maturity and it is therefore important to know what goals to strive for.

55. **How To Conquer Shyness.** Pauline W. Titus. [Funk & Wagnalls Co., 153 E. 24th St., New York 10.] 1948. 322pp. \$2.85.

While this book tends to over-simplify its subject, counselors may find it a source of ideas for some of their work with students. The author covers such problems as meeting people, developing self-confidence, and banishing the fears that plague the shy. Chapter 12 deals with the shy person's choice of a college.

56. **Miss Behavior.** Bernice Bryant. [Bobbs-Merrill Co., 724 N. Meridian St., Indianapolis 7, Ind.] 1948. 295pp. \$2.50.

This is a book on popularity, poise, and personality for teen-age girls. The first part discusses the girl's self-respect, making friends, and dating. The following sections cover personal appearance and etiquette. The style is light and should be attractive to teen-agers.

57. **The Teen-Age Manual: A Guide To Popularity And Success.** Edith Heal. [Simon and Schuster, 1230 Sixth Ave., New York 20.] 1948. 151pp. \$1.95.

This book is written for teen-age girls, and its direct, simple style and clever illustrations should appeal to them. Some of the topics considered are appearance, giving parties,

dating etiquette, school activities, and family relationships.

Study

58. **How To Study.** [Visual Sciences, Box 599-SR, Suffern, N. Y.] 1948. 35 mm. filmstrip, 70 fr. \$3.00.

This cartoon-style filmstrip illustrates why study is necessary and how to develop good study habits. Comparing studying to football practice, the strip uses terms that appeal to high-school students. Teachers and counselors who use this production should plan to supplement it with related material and instruction. The filmstrip covers some points weakly, and at some points, where one frame presents more than one basic idea, it is somewhat confusing.

59. ***Will College Prepare You For A Career?** [State Teachers College, Farmville, Virginia.] 1948. 30pp. Free.

This booklet introduces State Teachers College and describes the fields in which it offers training. It lists numerous career possibilities, the employment opportunities for each, the curriculum and the qualifications for success. A bibliography of further reading material in related fields and where they may be obtained is also included.

Vocational Guidance

60. **Highways To Jobs For Women: How To Pick College Courses For Your Career.** Josephine H. Gerth. [The Woman's Press, 600 Lexington Ave., New York 22.] 1948. 132pp. \$3.00.

This book, which is partially in workbook format, is written to help college women choose courses wisely, in the light of their future careers. Occupations from typing positions for the college girl to highly specialized professional careers are considered. Work experience and educational requirements for particular jobs are outlined, and the author analyzes both liberal arts courses and personality characteristics in terms of their contributions to success in various jobs. Vocational counselors will find the book full of helpful suggestions.

VOCATIONAL INFORMATION

Air Transportation

61. ***Airline Hostessing.** Maureen Daly. High School Career Series, No. 15. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 4pp. 10c.

This leaflet lists the requirements—physical, personal, and educational—for airline hostesses. It goes on to explain the training procedure, methods of getting a job, and salary rates.

62. ***Approved Airman Agency Flying And Ground Schools.** [Civil Aeronautics Administration, U. S. Dept. of Commerce, Washington 25, D. C.] 1948. Free.

This list shows the approved schools in each state and territory. Each school is rated according to the instruction offered: primary flying, commercial flying, instrument flying, flight instructor, basic ground, and advanced ground.

Armed Forces

63. ***New And Challenging Careers For Women In The U. S. Army . . . In The U. S. Air Force.** [U. S. Dept. of the Army, Washington 25, D. C.] 1948. 10pp. Free.

This attractive booklet gives information about careers as nurses and medical specialists in the Army and the Air Force, and lists other positions open to women in these two services. Pay scales for both enlisted and commissioned personnel are shown.

Building Trades and Construction

64. ***Careers In Bricklaying And Sheet Metal Work.** [B'nai B'rith Vocational Service Bur., 1746 M St., N.W., Washington 6, D. C.] 1949. 4pp. 20c.

This leaflet gives information about the nature of the work, training, wages, hours, and qualifications for these two jobs. It also explains the advantages and disadvantages of such work.

65. ***Careers In Electrical Work And Plumbing.** [B'nai B'rith Vocational Service Bur., 1746 M St., N.W., Washington 6, D. C.] 1949. 4pp. 20c.

After describing the type of work that electricians and plumbers do, this leaflet discusses training, qualifications, wages, and hours. It also compares the advantages with the disadvantages in each field.

66. ***Plumbing, Steam Fitting And Pipe Fitting Occupations.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 14pp. 25c. Quantity prices.

The occupational descriptions of the jobs covered in this booklet are followed by sections dealing with the distribution of jobs, employment prospects, worker qualifications, wages, hours, working conditions, and methods of entry and advancement. Specific figures on wages, number of workers, and so on apply directly to the Detroit area, but most of the information will be generally valuable.

Business and Management

67. **Information Sources For Small Businesses.** James C. Yocum and Emma Ferrin. Small Business Handbook No. B-3. Rev. ed. [Bur. of Business Research, College of Commerce and Administration, Ohio State Univ., Columbus, Ohio.] 1948. 94pp. 50c.

This booklet lists sources of information on beginning and operating a small business. The entries are classified by business function and by kind of business, and many include annotations.

68. **Small Business: Its Place And Problems.** A. D. H. Kaplan. [McGraw-Hill Book Co., Inc., 330 W. 42d St., New York 18.] 1948. 281pp. \$3.25.

This book reports on a study of small business and its role in our economy. It includes facts and figures on all aspects of small business, such as number of firms and employees, volume and types of business, and business efficiency and survival. The discussions of

management and research, financial requirements, and fair competition apply particularly to conditions faced by small business today.

69. ***Your Opportunity In Management.** [Natl. Assn. of Manufacturers, 14 W. 49th St., New York 20.] 1948. 31pp. Apply.

This booklet explains the place of management in industry and the types of opportunities it offers to both men and women. It also describes the education and training that will prepare one for a management position. A list of references for further reading is also provided.

Civil Service

70. **Civil Service Handbook: How To Get A Civil Service Job.** David R. Turner. [Arco Pub. Co., 480 Lexington Ave., New York 17.] 1948. 120pp. \$1.00.

This complete handbook tells how to go about getting a government job and describes typical jobs and careers available. Civil service tests are explained and sample questions given. Also included is the salary schedule.

Education

71. **Counselor Preparation.** [Natl. Vocational Guidance Assn., 82 Beaver St., New York 5.] 1949. 37pp. 50c

The first part of this booklet discusses the "common core" of preparation that all counselors should share. Necessary areas of training, the counselor's duties and qualifications, suggestions to training institutions, and procedures for setting up certification standards are the main topics in this section. A second part deals with preparation for counseling on educational and vocational matters.

Forestry and Lumbering

72. ***Forester.** [Chronicle Press, Moravia, N. Y.] 1949. 2pp. 10c. Reprinted from *Guidance Chronicle*, Mar., 1949.

This "Job Brief" describes the duties and qualifications of the forester. It also covers working conditions and the future outlook.

Government and Public Service

73. **The Art Of Detection.** Jacob Fisher. [Rutgers Univ. Press, New Brunswick, N. J.] 1948. 248pp. \$2.75.

This book discusses the activities of private investigators and the characteristics such workers should have. It also suggests useful techniques for this work.

74. **Educational Preparation For Public Administration, 1948-49.** Ed. by Joseph S. Toner. [Public Administration Service, 1313 E. 60th St., Chicago 37, Ill.] 1948. 44pp. \$1.00.

As a guide to education programs in the field of public administration, this report lists 117 colleges and universities, showing for each the type of training available and the degrees granted. The name of the person in each institution who can furnish additional information is also given.

Health

75. ***Dentist.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 20pp. 25c. Quantity prices.

This booklet deals with the type of work done by the dentist, his prospects for employment, qualifications, and working conditions. Information about wages and particular apply specifically to the Detroit area, but the general discussion will be useful in all parts of the country.

76. ***Medicine.** Maureen Daly. High School Career Series, No. 14. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 5pp. 10c.

In discussing medicine as a career field for women, this leaflet lists qualifications, training requirements, and specialties. It also gives information about earnings.

77. ***Your Career In Medicine.** [Boston Univ., 705 Commonwealth Ave., Boston 15, Mass.] 1948. 11pp. Single copy, free.

This leaflet presents the current need for doctors in this country and the opportunities offered by this profession. The average income of physicians and the training they must secure are also given.

Home Economics

78. ***Reach For A Star: Choose Home Economics.** [Amer. Home Economics Assn., 700 Victor Bldg., Washington 1, D. C.] 1948. 4pp. 10c.

This leaflet describes briefly some of the fields in which the trained home economist may specialize. These include journalism, photography, research, teaching, homemaking, and others.

79. **A Touch Of Parsley: A Young Home Economist In Business.** May W. Bells. [Dodd, Mead & Co., 432 Fourth Ave., New York.] 1948. 245pp. \$2.50.

This novel for teen-age girls will be of particular interest to those who are planning home economics careers. It tells the story of a girl, trained in this field, who is just beginning to work in her chosen profession. As it recounts her adventures and successes, the narrative gives a fine picture of the types of jobs home economists fill in the business world.

80. ***What Do You See In Your Future?** [The Director, School of Home Economics, Simmons College, The Fenway, Boston 15, Mass.] 1948. 11pp. Free.

This booklet describes some of the interesting careers open to trained home economists. These include radio work, writing, research and analysis, dietetics, design, and teaching.

Insurance

81. ***Job Description For Salesman, Insurance.** U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 5pp. 5c.

This leaflet defines the work done by an insurance salesman and describes the training he needs. Related occupations are listed. No wage information is given, but space is allowed for the insertion of local data.

Law

82. ***Lawyer.** Arthur A. MacDonald. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

While some of the material contained in this article pertains only to Canada, its description of legal work, qualifications for it, its advantages, disadvantages, and remuneration will be of general interest. Getting started and advancing in the profession are also considered.

Library Work

83. **College Librarian.** William J. Meenehan and Muriel D. Lickel. Occupational Abstract No. 121. [Occupational Index, Inc., New York Univ., Washington Sq., New York 3.] 1949. 6pp. 50c.

This folder describes the duties, qualifications, and training of the college librarian. It also discusses such questions as future prospects in this field, entrance and advancement, earnings, advantages, and disadvantages.

84. ***Professional Education For Librarianship: Trends And Problems.** Willard O. Mishoff. [Off. of Education, Federal Security Agency, Washington 25, D. C.] 1948. 5pp. Free. Limited supply. Reprinted from *Higher Education*, Sept. 15, 1948.

This article gives information about accredited library schools, requirements for admission, basic curriculum, and graduate study. The final section discusses proposed revisions in the traditional training program.

Music

85. **How To Be A Bandleader.** Paul Whiteman and Leslie Lieber. [Robert M. McBride & Co., 200 E. 37th St., New York 16.] 1948. 160pp. \$2.50.

An authority in the music field here offers practical advice to music-minded young people who would like to succeed as bandleaders. Paul Whiteman describes some of the characteristics the bandleader should possess, and he suggests how one can go about preparing for this work and getting started in it.

Occupations, General

86. ***Jobs In The Fashion Field.** Ruth H. Fay. [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1949. 16pp. 25c. Reprinted from *Glamour*, Jan., 1949.

This article will interest girls who are looking forward to fashion careers. The first section reviews the history of fashion as it grew into big business. A picture story, which follows, shows the wide variety of jobs that contribute to the manufacture and sale of fashion merchandise. Finally, a glossary gives information about the duties, qualifications, salaries, and opportunities for women in over 50 particular jobs.

87. **Occupational Planning For College Women.** [Occupational Guidance Service, Stephens College, Columbia, Mo.] 1948. 323pp. \$5.00.

The main section of this guidebook to occupational guidance in general education is made up of master plan sheets describing 580 occupations, giving information about related opportunities, outlining necessary education and training, and listing references for further reading. The book also describes the Occupational Guidance Service at Stephens College and provides work sheets for individual planning.

88. ***The Zontian: Annual Career Issue.** Vol. 29, No. 6. [Zonta International, 59 E. Van Buren St., Chicago 5.] Apr., 1949. 24pp. 25c.

Twelve career fields are discussed by women who have achieved success in them. These include some like the telephone industry which are generally accepted as women's fields, and also others like building and aeronautical engineering which are more often regarded as men's exclusive property. Some of the other vocations considered are refrigeration, pharmacy, recreation, and music.

Printing and Publishing

89. ***Every Morning.** [New York Herald Tribune, 230 W. 41st St., New York.] 1948. 60pp. Apply.

Written to make the Herald Tribune readers more familiar with what goes on behind the scenes in newspaper publishing, this attrac-

tive booklet describes the inner workings of a great newspaper plant. It describes the editorial, printing, and business jobs that are part of newspaper work. Students who plan to enter any phase of newspaper work will find this booklet interesting and helpful.

90. ***Photoengraving Occupations.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 26pp. 25c. Quantity prices.

After a general introduction to the job field of printing, this booklet proceeds to describe the photoengraver's occupation. It gives information about the distribution of jobs, employment prospects, worker qualifications, wages, hours, methods of entry, and lines of advancement. While specific wage and other data apply to the Detroit area, most of the information given will be helpful in any part of the country.

Radio Broadcasting

91. ***Commercial Radio Schools.** [Amer. Radio Relay League, W. Hartford 7, Conn.] 1949. 1p. Free.

The 18 schools on this list have been investigated and pronounced reliable by the American Radio Relay League.

92. ***Radio.** Fact Sheet No. 13. [Charm, 122 E. 42d St., New York 17.] 1948. 8pp. 10c.

This pamphlet describes jobs for girls in local stations, the networks, advertising agencies, and television. Requirements for the various jobs, typical salary rates, and methods of getting started are given.

Rail Transportation

93. ***Job Description For Brakemen (Railroad.)** [U. S. Employment Service, Federal Security Agency. Govt. Print. Off., Washington 25, D. C.] 1948. 4pp. 5c.

This leaflet describes the job of the brakeman and the training he receives. It also notes working conditions and hazards, but does not provide wage information. Space is allowed for the insertion of local information.

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